

## Guidelines For Emergency CCC Transfers

To fulfill its mission of protecting the country's animal and plant resources from pests and diseases, USDA-APHIS must be able to react immediately when pest or disease outbreaks pose a serious economic threat to American agriculture. Public Law 97-46, enacted September 25, 1981, granted the Secretary of Agriculture authority to assist in controlling and eradicating plant pests and contagious or infectious animal and poultry diseases. This Law also empowers the Secretary to transfer funds to APHIS for use in controlling outbreaks of insects, plant diseases, and animal and poultry diseases. Although the Secretary is authorized to transfer funds from any USDA agency or corporation, the funds are typically transferred from the Commodity Credit Corporation (CCC) and provided to APHIS as no-year funds.

The CCC was created to: stabilize, support, and protect farm income and prices; help maintain balanced and adequate supplies of agricultural commodities, products, foods, feeds, and fibers; and help in their orderly distribution. CCC buys and sells commodities and accumulates losses. Each year, Congress replenishes CCC losses. That replenishment is accomplished through mandatory spending which is not subject to normal appropriations limitations. When the Secretary transfers money to APHIS from CCC, those transfers simply become part of the losses. APHIS' part of these losses is relatively small.

Before APHIS can request the Secretary to transfer funds, however, the Agency must consider whether it can redirect funds from a budget line item or if other funding sources are available. APHIS will consider the total estimated amount of funding needed to address the issue and whether the program has political support prior to deciding whether or not to seek a CCC transfer.

### Responsibilities:

Recommended Plan of Action from Program Deputy to the Administrator -

The manager of the program in question should identify the following:

- nature and extent of the problem,
- potential consequences of not addressing the problem,
- specific actions required to address the problem,
- estimated timeframe for program success,
- estimated funding, and
- staff years and other resource means needed to combat the pest or disease outbreak.

The Deputy should approach the Administrator for initial support in proceeding with developing the request for additional funds.

### Memo from PPD-BPAS (APHIS' Budget Office) –

Once the Administrator has given initial approval to proceed with the request, PPD-BPAS is responsible for preparing a Decision or Options Memo for the Secretary. A Decision Memo should be prepared if there are no options identified other than to fund or not fund the entire suggested course of action. An Options Memo should be prepared if there are alternative program and funding levels available and should indicate the position of industry and other agencies regarding the options. Either Memo should include information listed previously, as well as an historical cost-share analysis, and a detailed object-class budget.

The Memo should also address the following frequently asked questions from OBPA:

- Summary of long-term plan and objectives, as well as the need to control or eradicate the pest or disease
- Plans for interacting with cooperators (division of responsibilities), performance milestones, and the estimated cost to complete the program

- Need for, and status of, any related regulatory action
- Status of current year appropriated funds (compared to that year's budget request), pending budget requests, and a brief discussion of next year's budget and Congressional action (if applicable)
- Description and rationale for proposed compensation payments, where applicable
- In the budget, the rationale for purchasing instead of leasing any major equipment, if applicable

**Apportionment for OMB –**

Once OBPA approves the Memo, APHIS-PPD-BPAS prepares a justification for OMB. The justification includes all of the information from the Decision or Options Memo except for the signature blocks and options. Also submitted to OMB is an apportionment prepared by MRPBS' BEST staff, APHIS' budget execution section, outlining the current status of funding transfers to APHIS. OBPA will forward the Apportionment Request, an apportionment schedule (SF-132), and the justification to OMB.

**Legal Review –**

OGC is responsible for reviewing the material for legal sufficiency. Also, they advise OBPA on any legal issues regarding the funding mechanisms.

**Final Approval –**

OMB reviews the Apportionment Request for consistency with Administration priorities. They also are responsible for approving or denying the request.

**Sequence of Events:**

1. The program Deputy approaches the Administrator about requesting CCC funds. Once the Administrator decides to pursue the request, BPAS begins preparing the Memo.
  2. The Memo is cleared by the responsible Unit's Deputy Administrator, BPAS, and the APHIS Administrator. Once approved, the Memo is submitted to OBPA. From the time APHIS submits a Memo to OBPA, the approval process routinely takes over a month to run its course.
  3. Once OBPA reviews the request and obtains clearances from the Assistant Secretary and Secretary, the justification and apportionment are submitted to OMB.
  4. OMB reviews the request and approves the transfer of funds.
- The CCC transfer is complete when BEST receives a Non-Expenditure Transfer (SF-151) that is approved/processed by the Treasury Department. Program spending cannot begin until this time.

## **DECISION MEMORANDUM FOR THE SECRETARY**

**THROUGH:** Stephen B. Dewhurst  
Director  
Office of Budget and Program Analysis

**THROUGH:** Bill Hawks  
Under Secretary  
Marketing and Regulatory Programs

**FROM:** W. Ron DeHaven  
Administrator

**SUBJECT:** Funding to Address the Outbreak of Mediterranean Fruit Flies (Medfly) in Tijuana, Mexico.

**ISSUE:**

Should the Secretary transfer \$9.977 million of emergency funding from the Commodity Credit Corporation (CCC) to APHIS to address the Medfly outbreaks on the U.S./Mexico border?

**BACKGROUND:**

In late September 2004, USDA personnel in Mexico detected several adult and larval Medflies outside Tijuana, Mexico - 6 miles from the U.S. border (Enclosure 1). As a result of these detections APHIS, The Mexican Secretariat of Agriculture, Livestock, Rural Development, Fisheries and Food (SAGARPA), and affected States promptly entered into a collaborative emergency effort using the Incident Command System to address this extremely dangerous threat to U.S. agriculture. To date, the infestation has been very heavy in the core and surrounding buffer area. Ninety-nine adult Medflies have been trapped with over 860 larvae detected since the program initiated.

**Program Activities:**

APHIS urgently needs emergency funding to address this new unexpected outbreak. The program will use funds to produce sterile Medflies, to release bait spray and sterile flies through aerial contracts, and to increase trap maintenance, travel, equipment, and supplies. We plan to continue eradication activities through FY 2005 to prevent the flies from spreading to the United States. If the outbreak is more widespread than current trapping data suggest, APHIS may need increased funding to address the broader outbreak and protect U.S. agricultural resources. APHIS will be operating inside Mexico under a 1981 Cooperative Agreement with Mexico to jointly control fruit flies in Mexico. This is the same cooperative agreement used in southern Mexico for the unified Moscard Program operations.

**Mexico:**

SAGARPA and APHIS - in cooperation with California – have determined the initial extent of the outbreak by setting over 1,600 traps in an 81-square-mile area around the initial detection zone. To assure that the Medfly does not spread to Arizona and California and is eradicated from Tijuana, SAGARPA is spraying the organic bait Spinosad by ground and air in southern Tijuana to suppress the flies' population. In addition, SAGARPA with APHIS' help is stripping fruit trees of host material and conducting surveys of Medfly host fruits. After aerial spraying has concluded, APHIS - in cooperation with SAGARPA - will begin releasing sterile fruit flies to eradicate the flies from Mexico and prevent the threat of spread to the United States. Along with the eradication activities, a public relations campaign is being conducted to advise and inform the public of program operations. SAGARPA has quarantined the municipality of Tijuana and has begun to restrict the movement of host material from the core infested area.

**United States:**

In addition to the response activities in Mexico, APHIS and the CDFA have extended their highly successful Preventive Release Program (PRP) into a 251-square-mile area of San Diego County. The purpose of this expanded PRP is to prevent Medfly establishment with continuous releases of 100,000 adult sterile Medflies per square mile. The dispersion of 25 million of adult sterile Medflies on the U.S. side of the border will prevent any wild fly introductions that escape the main population in southern Tijuana. In addition to these releases, the PRP conducts detection trapping, larval survey of Medfly host fruits, fly identification, and data management to monitor all efforts as well as the program's effectiveness. The PRP has distributed sterile Medflies over the Los Angeles Basin since 1996, with outstanding results. In a seven-year period before the start of the PRP, an average of 7.5 Medfly infestations were detected in California each year. Over the last eight years, there have been just two infestations. The PRP has a 97 percent success rate since its inception. Arizona and New Mexico have also increased the number of surveillance traps set along the Mexican border. Arizona Governor Napolitano recently issued an emergency declaration for her State and released \$200,000 to support efforts by the Arizona Department of Agriculture to enhance detection trapping and inspections. These measures are vital to monitor for Medfly incursions into Arizona and protect one of the world's most significant agricultural production areas – Yuma County, Arizona. APHIS and the New Mexico Department of Agriculture have placed Medfly detection traps around chile pepper processing plants, three ports of entry on the southern border with Mexico, the State Department of Transportation check points, and the southern Department of Homeland Security Customs and Border Protection check points. Also, APHIS will begin a seasonal fruit fly trapping program in New Mexico for early detection of target fruit flies in the State.

**Consequence of no additional funding:**

The Medfly is the most economically significant fruit fly and is already a serious agricultural and economic threat in Mexico and Central America. The infestation in Tijuana is considered a very serious threat to both the United States and Mexico and is found only 6.5 miles from the U.S. border. Ninety-nine adults and over 860 larvae have been detected by APHIS and SAGARPA since the program started in late September. The Medfly attacks citrus, stone fruit, deciduous fruit and several hundred other fruits and vegetables. Approximately 80 percent of U.S. citrus is susceptible to Medfly. The Medfly threatens the marketability of U.S. grown fruits and vegetables, especially from California. Without any additional funding to address this issue on both sides of the border, we would likely experience additional costly outbreaks near Tijuana and across the entire southern U.S. border. Domestically, the lack of additional funding would compromise the frequency and effectiveness of fly releases in either San Diego County or the Los Angeles Basin, or both. This would very likely create an additional emergency situation requiring 1 million additional dollars. If the Medfly were to become permanently established in the United States, the estimated economic loss would exceed \$2 billion annually, due to direct crop loss, job loss, trade embargoes, increased pesticide use, lost export markets, production losses, and lower domestic prices for over 250 types of commodities. Domestic Medfly establishment would quickly strain trade agreements and halt any progress in opening future markets. Also, domestic outbreaks would give our trading partners reason to doubt our control measures. For example, they could refuse to recognize our quarantine zones or institute requirements involving the treatment of fruits and vegetables prior to export or movement across State borders. In addition to the trade losses, if the Medfly were to establish itself in the United States, it would ultimately require a costly and extremely problematic eradication program. Previous Medfly outbreaks in California and Florida have cost States and the Federal Government hundreds of millions of dollars to eradicate. Failing to control the current threat at the source creates an unacceptable risk for the multi-billion dollar agricultural industry, particularly in vulnerable growing regions in Arizona, California, and Texas.

**RECOMMENDATION BY THE DEPUTY SECRETARY:**

Option 1: Deny the request \_\_\_\_\_

Option 2: Approve the request \_\_\_\_\_

Discuss with me \_\_\_\_\_

Date \_\_\_\_\_

**DECISION BY THE SECRETARY:**

Option 1: Deny the request \_\_\_\_\_

Option 2: Approve the request \_\_\_\_\_

Discuss with me \_\_\_\_\_

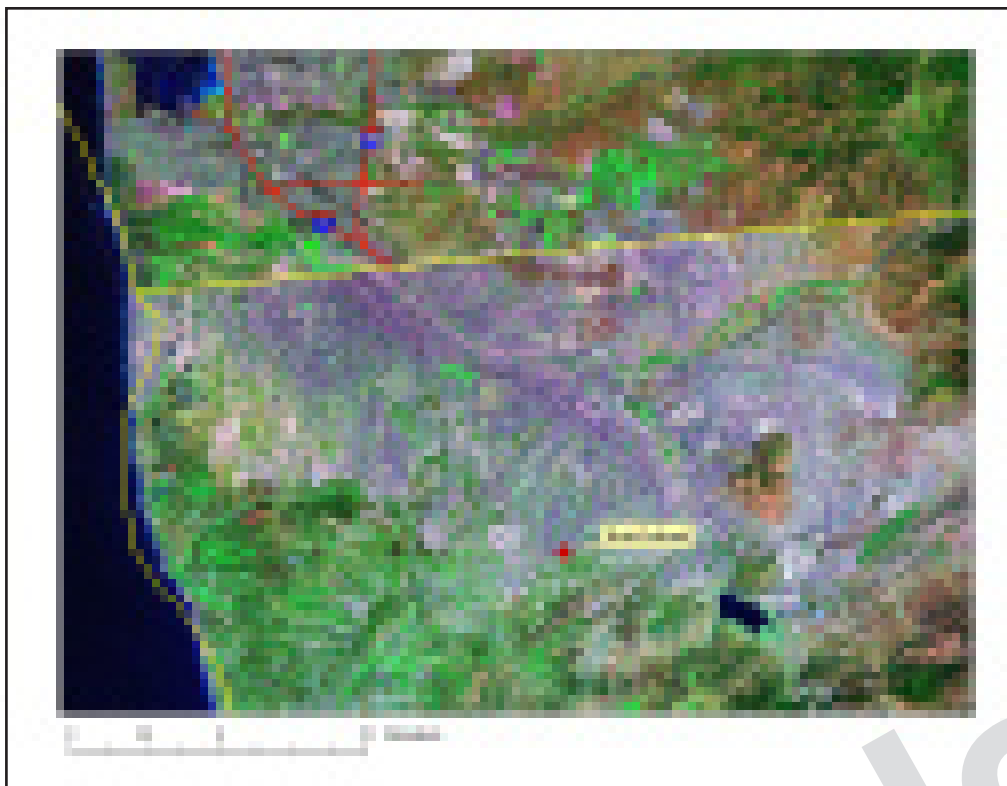
Date \_\_\_\_\_

Enclosures \_\_\_\_\_

I:\PPD - Policy and Program Development\BPAS\Emergency Funding\CCC Requests\FY 2005\Medfly TJ emergency .doc

Enclosure 1

**Medfly outbreak 6–miles from the United States border:**



**OPTIONS MEMORANDUM FOR THE SECRETARY**

**THROUGH:** Larry Wachs  
Director  
Office of Budget and Program Analysis

**THROUGH:** Bill Hawks  
Under Secretary  
Marketing and Regulatory Programs

**FROM:** W. Ron DeHaven  
Administrator

**SUBJECT:** Request for Transfer of Commodity Credit Corporation (CCC) Funds to Continue the Enhanced Surveillance Activities for Bovine Spongiform Encephalopathy (BSE).

**ISSUE:** Should the Secretary transfer \$15 million to the Animal and Plant Health Inspection Service (APHIS) to continue the BSE Enhanced Surveillance Plan for an additional two months?

**BACKGROUND:**

On December 23, 2003, the U.S. Department of Agriculture (USDA) diagnosed a presumptive positive case of BSE in an adult Holstein cow in the State of Washington. The following day, countries worldwide placed a ban on U.S. beef. On June 1, 2004, APHIS began an enhanced BSE surveillance effort with \$76.4 million transferred from the CCC. The Agency's goal was to test as many cattle as possible in high-risk populations in a 12 to 18-month period.

**STATUS:**

From June 1, 2004 through May 22, 2005, APHIS tested 362,632 samples for BSE. All tested negative. The Agency collected the samples at a variety of locations. The majority were collected at rendering facilities and (3D-4D) plants. By May 31, 2005, after a 12 month enhanced surveillance duration, APHIS will obligate the entire CCC transfer from June 2004. The obligations supported activities such as licensing of rapid tests, setting up of a national laboratory network, testing and certifying laboratories, building an incident command structure, coordinating with interagency partners, and collaborating with States that are key to the success of this program.

The Agency is requesting \$15 million in additional funding from the CCC to continue this enhanced surveillance effort to collect and test approximately 75,000 additional samples within two months. Further BSE enhanced surveillance will reinforce to our trading partners that U.S. risk mitigations are effective and U.S. beef is safe, thus allowing critical export markets to reopen. APHIS officials have worked diligently with each government to negotiate the lift of trade ban. In April 2005, Taiwan lifted its ban to allow boneless beef from cattle slaughtered in the United States at an age under 30 months, a \$56 million market for U.S. producers. The Agency continues to negotiate with foreign government officials on lifting U.S. beef trade bans. For instance, Agency officials are working with the governments of Japan and South Korea to lift the trade ban, respectively a \$1.4 billion and \$814 million market for U.S. producers.

**PROGRAM COSTS:**

The Fiscal Year 2005 Consolidated Appropriations Act included \$17 million for BSE-related activities to collect and test 40,000 samples, which has since changed with the additional CCC funding to conduct enhanced surveillance. To date, the Agency has obligated \$5.4 million for employee salary and benefits (for both permanent and term appointments) at the National Veterinary Services Laboratories and regional offices to conduct surveillance, collect samples, and provide support to negotiate and manage the contracts at the labs. APHIS plans to obligate \$2.5 million for State cooperative agreements to collect samples; \$2.5 million to equip five additional labs to test samples for BSE; and \$3.5 million for remaining salary and benefits. For the months of August and September, APHIS anticipates to collect and test approximately 6,700 samples at a cost of \$1.3 million. The remaining \$1.8 million will support the transition from the enhanced surveillance program to maintenance mode. The following outlines the costs and results of two options:

Option 1: One Additional Month of Enhanced Surveillance

To fund an additional one month of enhanced surveillance, APHIS would need \$8 million. This includes approximately \$332,500 for salary, benefit, and travel expenses of 80 personnel; \$7 million for shipping samples and transporting animals and animal carcasses, storing carcasses while samples are being tested, and disposing of suspect animals; and \$375,000 for supplies, materials, printing, and rental costs. With the additional funds, APHIS will collect and test 37,500 samples within one month.

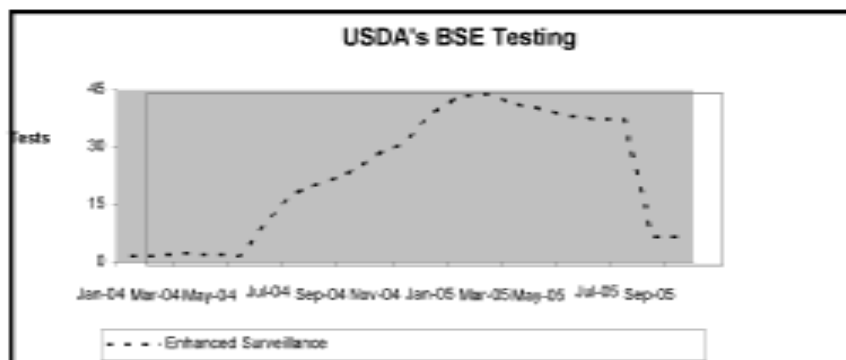
See Enclosure 1.

Option 2: Two Additional Months of Enhanced Surveillance

To fund an additional two months of enhanced surveillance, APHIS would need \$15 million. This includes approximately \$665,000 for salary, benefit, and travel expenses of 80 personnel; \$13.45 million for shipping samples and transporting animals and animal carcasses, storing carcasses while samples are tested, and disposing of suspect animals; and \$750,000 for supplies, materials, printing, and rental costs. With the additional funds, APHIS will collect and test 75,000 samples within two months.

See Enclosure 2.

The difference between the two options is the number of samples collected. With Option 1, APHIS will collect and test 47,550 samples for BSE from June 1 until September 30, 2005; assuming that the surveillance will transition from enhanced surveillance to maintenance surveillance on July 1. With Option 2, the Agency will collect and test a total of 81,700 samples in the same 4 month period of time, while only expending an additional \$7 million for the month of July because of increased





APHIS prefers Option 2. This option will provide resources to continue enhanced surveillance and maintenance at a higher level. Our trading partners will have confidence in our methods of collecting and testing samples for BSE. Ultimately, this surveillance will help convince our trading partners to re-open their markets to US beef.

**RECOMMENDATION BY THE DEPUTY SECRETARY:**

Option 1: Deny the Request \_\_\_\_\_

Option 2: Approve the Request \_\_\_\_\_

Discuss with me \_\_\_\_\_

Date \_\_\_\_\_

**DECISION BY THE SECRETARY:**

Option 1: Deny the Request \_\_\_\_\_

Option 2: Approve the Request \_\_\_\_\_

Discuss with me \_\_\_\_\_

Date \_\_\_\_\_

**Option 1: One Additional Month of Enhanced Surveillance****OBJECT CLASS BREAKOUT FOR BSE NATIONAL SURVEILLANCE PLAN  
FROM JUNE 1- 30, 2005**

MOC	DESCRIPTION	AMOUNT
<b>1100</b>	<b>Personnel Compensation</b>	<b>\$275,000</b>
	<u>National Animal Health Program Staff</u>	
	2 GS-13/14 Staff Veterinarians	16,000
	1 GS-9/11 Program Analyst	4,750
	<u>National Veterinary Services Laboratories (NVSL)</u>	
	6 GS-5/8 Laboratory Technicians	18,650
	3 GS-9/11 Pathologists (Lab Inspect/Proficiency Tests)	14,000
	1 GS-14/15 Supervisor	8,000
	2 GS-9 Lab Managers	7,600
	2 GS-4 Shipping/Receiving	4,500
	<u>Center for Veterinary Biologics (CVB)</u>	
	2 GS-13 VMOs (rapid screening tests)	13,100
	2 GS-8 Program Analysts	6,900
	<u>Field</u> 53 GS-5/7 AHTs or contractors to collect samples	157,000
	4 GS-9 BSE ID coordinators	15,250
	<u>Veterinary Services Regional Offices (WRO, ERO)</u>	
	2 GS-9/11 Program Analysts	9,250
<b>1200</b>	<b>Personnel Benefits</b>	<b>27,500</b>
	Benefits @ 10 percent of \$275,000	
<b>2100</b>	<b>Travel Costs</b>	<b>30,000</b>
	<u>National Animal Health Program Staff</u>	
	11 trips for meetings, field visits, contract labs @ \$2,000/trip	22,000
	<u>Environmental Assessment</u>	
	4 trips in support of EA @ 2,000/trip	8,000

<b>2200</b>	<b>Transportation of Things</b>	<b>369,500</b>
	Shipping costs for samples and return of boxes and supplies to collection sites: 37,500 samples @ \$0.866	32,475
	Shipping costs for samples from coop labs to NVSL: average of 4 labs x 260 days/year x \$8.90 shipment	4,650
	Transportation of animals/carcasses for sampling or disposal: All rapid-screening-test suspects 750 animals x 200 miles x \$2.25/loaded mile;	332,375
<b>2400</b>	<b>Printing and Reproduction</b>	<b>2,050</b>
	<u>Environmental Assessment</u> Printing costs associated with EA	2,050
<b>2500</b>	<b>Other Services</b>	<b>6,930,500</b>
	Blanket purchase agreements with contract labs to test 37,500 samples @ \$12/sample	450,000
	<u>Field</u> Fee-basis collection by accredited vets @ \$100/sample x 37,500	375,000
	Vehicle leases (1 month lease @ \$550/month for 62.5 vehicles)	206,250
	<u>Field/Industry</u> Costs associated with carcass/offal/product storage until test results are returned or carcass is disposed: 37,500 @ 100 (average)	3,750,000
	Disposal of rapid screening test suspects and assorted other carcasses (on farm sampling, etc., that will need disposal) by land filling. Estimate 11,000 carcasses averaging 2000 lb/animal and 0.10/lb land filling cost.	2,096,850
	<u>VS Regional Offices</u> Agreements with Native American Tribes for BSE surveillance on Tribal lands	50,000
	<u>Environmental Assessment</u> Contract for outside expertise	2,400

<b>2600</b>	<b>Supplies and Materials</b>	<b>190,000</b>
	<u>National Animal Health Program Staff</u>	
	Supplies	1,500
	<u>NVSL</u>	
	250 new shipping boxes @ \$265.00/box	66,250
	37,500 shipping supplies @ \$1.09 (cooler box, absorbent pads, centrifuge tubes, etc.)	40,875
	1,455 IHC confirmations of screening test suspects and QA samples @ \$25/sample	36,375
	75,000 screening test kits @ \$12/kit	45,000
<b>3100</b>	<b>Equipment</b>	<b>175,450</b>
	<u>National Animal Health Program Staff</u>	
	Office equipment	2,950
	<u>CVB</u>	
	Equipment for CVB (freezers, PCR hood, ELISA plate washer)	75,000
	Miscellaneous equipment	97,500
	<b>GRAND TOTAL</b>	<b>\$8,000,000</b>

## Option 2: Two Additional Months of Enhanced Surveillance

### OBJECT CLASS BREAKOUT FOR BSE NATIONAL SURVEILLANCE PLAN FROM JUNE 1 - JULY 31, 2005

MOC	DESCRIPTION	AMOUNT
1100	<b>Personnel Compensation</b>	<b>\$550,000</b>
	<u>National Animal Health Program Staff</u>	
	2 GS-13/14 Staff Veterinarians	32,000
	1 GS-9/11 Program Analyst	9,500
	<u>National Veterinary Services Laboratories (NVSL)</u>	
	6 GS-5/8 Laboratory Technicians	37,300
	3 GS-9/11 Pathologists (Lab Inspect/Proficiency Tests)	28,000
	1 GS-14/15 Supervisor	16,000
	2 GS-9 Lab Managers	15,200
	2 GS-4 Shipping/Receiving	9,000
	<u>Center for Veterinary Biologics (CVB)</u>	
	2 GS-13 VMOs (rapid screening tests)	26,200
	2 GS-8 Program Analysts	13,800
	<u>Field</u>	
	53 GS-5/7 AHTs or contractors to collect samples	314,000
	4 GS-9 BSE ID coordinators	30,500
	<u>Veterinary Services Regional Offices (WRO, ERO)</u>	
	2 GS-9/11 Program Analysts	18,500
1200	<b>Personnel Benefits</b>	<b>55,000</b>
	Benefits @ 10 percent of \$550,000	
2100	<b>Travel Costs</b>	<b>60,000</b>
	<u>National Animal Health Program Staff</u>	
	22 trips for meetings, field visits, contract labs @ \$2,000/trip	44,000
	<u>Environmental Assessment</u>	
	8 trips in support of EA @ 2,000/trip	16,000

<b>2200</b>	<b>Transportation of Things</b>	<b>739,000</b>
	Shipping costs for samples and return of boxes and supplies to collection sites: 75,000 samples @ \$0.866	64,950
	Shipping costs for samples from coop labs to NVSL: average of 4 labs x 260 days/year x \$8.90 shipment	9,300
	Transportation of animals/carcasses for sampling or disposal: All rapid-screening-test suspects 1500 animals x 200 miles x \$2.25/loaded mile;	664,750
<b>2400</b>	<b>Printing and Reproduction</b>	<b>4,100</b>
	<u>Environmental Assessment</u> Printing costs associated with EA	4,100
<b>2500</b>	<b>Other Services</b>	<b>12,861,000</b>
	Blanket purchase agreements with contract labs to test 75,000 samples @ \$12/sample	900,000
	<u>Field</u> Fee-basis collection by accredited vets @ \$100/sample x 75,000	750,000
	Vehicle leases (2 month lease @ \$550/month for 62.5 vehicles)	412,500
	<u>Field/Industry</u> Costs associated with carcass/offal/product storage until test results are returned or carcass is disposed: 75,000 @ 100 (average)	7,500,000
	Disposal of rapid screening test suspects and assorted other carcasses (on farm sampling, etc., that will need disposal) by land filling. Estimate 16,000 carcasses averaging 2000 lb/animal and 0.10/lb land filling cost.	3,494,250
	<u>VS Regional Offices</u> Agreements with Native American Tribes for BSE surveillance on Tribal lands	100,000
	<u>Environmental Assessment</u> Contract for outside expertise	4,800

<b>2600</b>	<b>Supplies and Materials</b>	<b>380,000</b>
	<u>National Animal Health Program Staff</u>	
	Supplies	3,000
	<u>NVSL</u>	
	500 new shipping boxes @ \$265.00/box	132,500
	75,000 shipping supplies @ \$1.09 (cooler box, absorbent pads, centrifuge tubes, etc.)	81,750
	2,910 IHC confirmations of screening test suspects and QA samples @ \$25/samples	72,750
	75,000 screening test kits @ \$12/kit	90,000
<b>3100</b>	<b>Equipment</b>	<b>350,900</b>
	<u>National Animal Health Program Staff</u>	
	Office equipment	5,900
	<u>CVB</u>	
	Equipment for CVB (freezers, PCR hood, ELISA plate washer)	150,000
	Miscellaneous equipment	195,000
	<b>GRAND TOTAL</b>	<b>\$15,000,000</b>

# Incident Command System and APHIS Emergency Response

To respond to animal or plant health emergencies in the United States, APHIS follows the guidelines and principles of the National Incident Management System (NIMS). NIMS integrates existing management practices into a consistent, nationwide approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.

When managers and staff officers prepare APHIS' emergency response proposals, it is important to include information about the main components and common vocabulary of the NIMS. The basic components include:

## 1. Command and Management

This component should describe all parts of the management framework, including

- Incident Command System (ICS), which defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident;
- Multi-agency Coordination System, which defines the cooperation arrangements of supporting incident management entities engaged at the Federal, State, local, tribal, and regional levels;
- Public Information Systems, which describe the processes for communicating timely and accurate information to the public during an emergency situation;
- Management by Objectives, which includes establishing long-term overarching objectives for the incident and developing an incident action plan (IAP) for the relevant planning cycle, with procedures and protocols to achieve the objectives;

- Ongoing management and maintenance, which provides information about the type of emergency situation at hand, the strategic direction for and oversight of the ICS set up to manage this type of emergency, and the activities and processes that will support both routine review and the continuous refinement of the system and its components over the long term.

## 2. Preparedness

This component provides information about the level of preparedness to deal with the emergency incident. The documentation should describe the strengths and weaknesses of the responding APHIS unit, for the main preparedness criteria:

- Emergency action authorities in place;
- Advanced or preliminary plans ready for use for the current incident;
- Level of expertise and previous training on ICS procedures, discipline-specific incident management, and use of supporting technologies, and previous emergency exercises relevant to the current incident (This includes an inventory of personnel qualified or certified to perform the ICS functions);
- Equipment and facilities available to deal with the incident at hand;
- Emergency authorities, mutual aid agreements, and standard operating procedures in place for finance and administration and logistics functions of the ICS for various types of emergency situations.



### **3. Resource Management**

This component describes all resource requirements (including human resources) of the incident at hand, along with the processes to identify, inventory, mobilize, dispatch, track, and recover those resources over the life-cycle of the incident. This includes the technology and systems to provide supporting capabilities essential to implement and refine the ICS. One key document for this component is a mutual agreement for Federal-State financing of the incident at hand.

### **4. Communications and Information Management**

This component is critical for well-informed crisis decision-making and includes:

- Incident Management Communications, which describes processes and systems to support a wide variety of incident management activities across agencies and jurisdictions;
- Information Management, which describes the processes and systems to ensure that information flows efficiently through a commonly accepted architecture to support all the agencies and jurisdictions involved. This is critical for well-informed crisis decision-making.